

**APPLICATION FORM**

Reference Number:

Date of Issue:

To Finance:



Rewarding Learning

**Completing Your Application**

Please refer to the explanatory notes (obtaining copies of past examinations results/ replacement certificates) when completing this form. You must ensure that you provide two **photocopies** of current I.D (one of which **MUST** be **photographic**) and the appropriate fees.

Applications should be submitted to CCEA in an envelope clearly marked **PRIVATE AND CONFIDENTIAL** and addressed to:

**Results Registry,  
Entries, Results & Certification Team,  
Council for the Curriculum, Examinations and Assessment (CCEA),  
29 Clarendon Road,  
Clarendon Dock,  
BELFAST,  
BT1 3BG.**

OFFICE USE ONLY – CRSOR Stamp

Please select which service you are applying for > Certified Statement of Results  Replacement Certificate (if eligible)

**Personal Details**

Title	Surname	Surname at Time of Exams (if different from previous)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Forename(s)	Date of Birth	
<input type="text"/>	<input type="text"/>	
Current Home Address (Including Postcode)	Contact Phone Number	
<input type="text"/>	<input type="text"/>	
Candidate's Signature:	Email Address	
<input type="text"/>	<input type="text"/>	

Does the statement/certificate need to be sent to a third party? Please provide details below:

**Third Party Details**

Title	Surname	Forename(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Including Postcode)	Candidate's Signature	
<input type="text"/>	<input type="text"/>	

### Statement Request 1

Statement Request is the level required e.g. if you require GCSEs from Summer 2016, that is request number 1  
(Please complete a separate statement request for each examination level)

School/College

Centre Address

Year of Examinations

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Examination Series (e.g. Summer)

Examination Level

Centre Number (if known)

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Candidate Number (if known)

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Subjects Taken

### Statement Request 2

Statement Request is the level required e.g. if you require GCSEs from Summer 2016, that is request number 1  
(Please complete a separate statement request for each examination level)

School/College

Centre Address

Year of Examinations

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Examination Series (e.g. Summer)

Examination Level

Centre Number (if known)

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Candidate Number (if known)

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Subjects Taken

### Statement Request 3

Statement Request is the level required e.g. if you require GCSEs from Summer 2016, that is request number 1  
(Please complete a separate statement request for each examination level)

School/College

Centre Address

Year of Examinations

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Examination Series (e.g. Summer)

Examination Level

Centre Number (if known)

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Candidate Number (if known)

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Subjects Taken

### Statement Request 4

Statement Request is the level required e.g. if you require GCSEs from Summer 2016, that is request number 1  
(Please complete a separate statement request for each examination level)

School/College

Centre Address

Year of Examinations

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Examination Series (e.g. Summer)

Examination Level

Centre Number (if known)

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Candidate Number (if known)

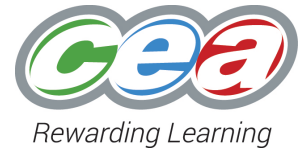
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Subjects Taken

# APPLICATION FORM

## Checklist

RR1



Applications **will not** be processed until we have received all the relevant information.

Please ensure you have:

- Checked with your school or college to confirm that CCEA (Northern Ireland) was the awarding body used for your examination results
- Completed all relevant sections of the application
- Enclosed the correct payment
- Enclosed 2 photocopies of identification (One of which **must** be photographic. See explanatory notes for details)

### Incomplete applications may be returned or delayed

**Completed forms, fees and ID should be forwarded to:**

**Results Registry,**  
Entries, Results and Certification Team,  
Council for the Curriculum, Examinations and Assessment (CCEA),  
29 Clarendon Road,  
Clarendon Dock,  
Belfast,  
BT1 3BG

**For enquiries please ring:**

**Tel:** (028) 9026 1200 **Ext:** 2412

**Fax:** (028) 9026 1289

### PRIVACY NOTICE

We will only use the personal information you provide to process your request for information. Signing this form will confirm your consent to the processing of this information. We will not share your personal information with any third party without your consent or unless we are required to do so by law or to prevent fraud.

Please allow up to **ten working days** to process your Application Form.